Sponsored Programs Administration
Buzz Session

June 26, 2024
12:10 – 1:00 PM CT

UNMC

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Agenda

- NIH Ruth L. Kirschstein National Research Service Award (NRSA) Fellowship Programs (Fs)
- Q&A

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NIH NRSA Fellowship Programs – Standard Due Dates (non-AIDS)

Cycle	Due Date	Earliest Start Date
I	April 8	September or December* *Cannot start in October or November
II	*August 8*	*April*
III	December 8	July

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NIH NRSA Fellowship Programs – UNMC "Three-day Rule"

Notification to SPA re: Intent to Submit	Application available for review in Cayuse, ADIS Internal Forms in "SPA Review"	Due Date
Thursday, July 25	Close of business Monday, August 5	Thursday, August 8

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Resources

NIH NRSA Fellowship Programs – Resources	
Notice of Funding Opportunity (NOFO)	
Notice of Special Interest (NOSI), if applicable	
NOFO Table of IC-Specific Information, Requirements, and Staff Contacts	
Application Guide	https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/fellowship-forms-h.pdf
Page Limits	https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/page-limits.htm#fell
Grants Policy Statement	https://grants.nih.gov/grants/policy/nihgps/HTML5/section_11/11.2_individual_fellowships.htm
Budgetary Levels notice	https://grants.nih.gov/grants/guide/notice-files/NOT-OD-24-104.html

NIH NRSA Fellowship Programs – NOFOs (pre- and post-doctoral)

Activity Code	Purpose	For More Information	Parent NOFO
F30	Combined M.D./Ph.D.	https://researchtraining.nih.gov/programs/fellowships/F30	Schools **without** NIH-Funded Institutional Pre-doctoral Dual-Degree Training Programs https://grants.nih.gov/grants/guide/pa-files/PA-23-261.html
			Schools **with** NIH-Funded Institutional Pre-doctoral Dual-Degree Training Programs https://grants.nih.gov/grants/guide/pa-files/PA-23-260.html
F31	Pre-doctoral, leading to Ph.D.	https://researchtraining.nih.gov/programs/fellowships/F31	Individual Fellowship https://grants.nih.gov/grants/guide/pa-files/PA-23-272.html
		https://researchtraining.nih.gov/programs/fellowships/F31-diversity	Individual Fellowship to Promote **Diversity** in Health-Related Research https://grants.nih.gov/grants/guide/pa-files/PA-23-271.html
F32	Post-doctoral	https://researchtraining.nih.gov/programs/fellowships/F32	Individual Fellowship https://grants.nih.gov/grants/guide/pa-files/PA-23-262.html

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NIH NRSA Fellowship Programs – NOSIs

Related Notices

See Notices of Special Interest associated with this funding opportunity

- **March 22, 2024** - Notice of Correction to Key Dates Listed in Ruth L. Kirschstein National Research Service Award (NRSA) Individual Fellowships. See Notice NOT-OD-24-082.
- **August 31, 2022**- Implementation Changes for Genomic Data Sharing Plans Included with Applications Due on or after January 25, 2023. See Notice NOT-OD-22-198.
- **August 5, 2022**- Implementation Details for the NIH Data Management and Sharing Policy. See Notice NOT-OD-22-189.

- For funding consideration, applicants must include "NOT-OD-24-079" (without quotation marks) in the Agency Routing Identifier field (box 4B) of the SF424 R&R form. Applications without this information in box 4B will not be considered for this initiative.

APPLICATION FOR FEDERAL ASSISTANCE **SF 424 R&R**	2. DATE SUBMITTED	Applicant Identifier
	3. DATE RECEIVED BY STATE	State Application Identifier
1. TYPE OF SUBMISSION ○ Pre-application ◉ Application ○ Changed/Corrected Application	4. a. Federal Identifier	b. Agency Routing Number
		c. Previous Grants.gov Tracking ID

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NIH NRSA Fellowship Programs – NOFO IC Table

Section VII. Agency Contacts

We encourage inquiries concerning this funding opportunity and welcome the opportunity to answer questions from potential candidates.

Because of the difference in individual Institute and Center (IC) program requirements for this NOFO, prospective applications **MUST** consult the **Table of IC-Specific Information, Requirements, and Staff Contacts**, to make sure that their application is responsive to the requirements of one of the participating NIH ICs. Prior consultation with NIH staff is strongly encouraged.

Application Submission Contacts

eRA Service Desk (Questions regarding ASSIST, eRA Commons, application errors and warnings, documenting system problems that threaten submission by the due date, and post-submission issues)

Finding Help Online: https://www.era.nih.gov/need-help (preferred method of contact)
Telephone: 301-402-7469 or 866-504-9552 (Toll Free)

General Grants Information (Questions regarding application instructions, application processes, and NIH grant resources)
Email: GrantsInfo@nih.gov (preferred method of contact)
Telephone: 301-480-7075

Grants.gov Customer Support (Questions regarding Grants.gov registration and Workspace)
Contact Center Telephone: 800-518-4726
Email: support@grants.gov

Scientific/Research Contact(s)
Table of IC-Specific Information, Requirements, and Staff Contacts

Peer Review Contact(s)
Examine your eRA Commons account for review assignment and contact information (information appears two weeks after the submission due date).

Financial/Grants Management Contact(s)
Table of IC-Specific Information, Requirements, and Staff Contacts

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NIH NRSA Fellowship Programs – Application Guide

▶ **Additional Instructions for Fellowship:**

Additional fellowship instructions will be denoted by a gray call-out box with orange color coding and with the heading "Additional Instructions for Fellowship" throughout these application instructions.

Some differences with R01s - Application
- PHS Fellowship Supplemental Form
- Cover letter
- ORCID ID

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NIH NRSA Fellowship Programs – Grants Policy Statement

Some differences with R01s – Post Award
- *Not provided as a condition of employment*
- Activation, payback, and termination
- Rebudgeting, carry-forward

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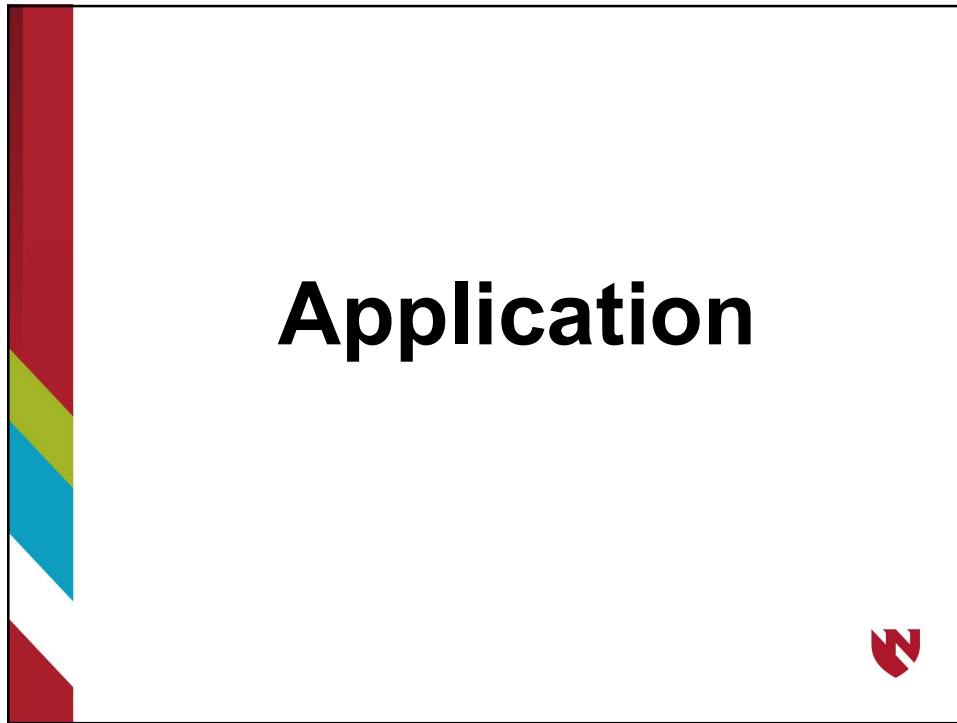**NIH NRSA Fellowship Programs** – Budgetary Levels notice

- Stipends
- Tuition and Fees
- Institutional Allowance
- Childcare Costs
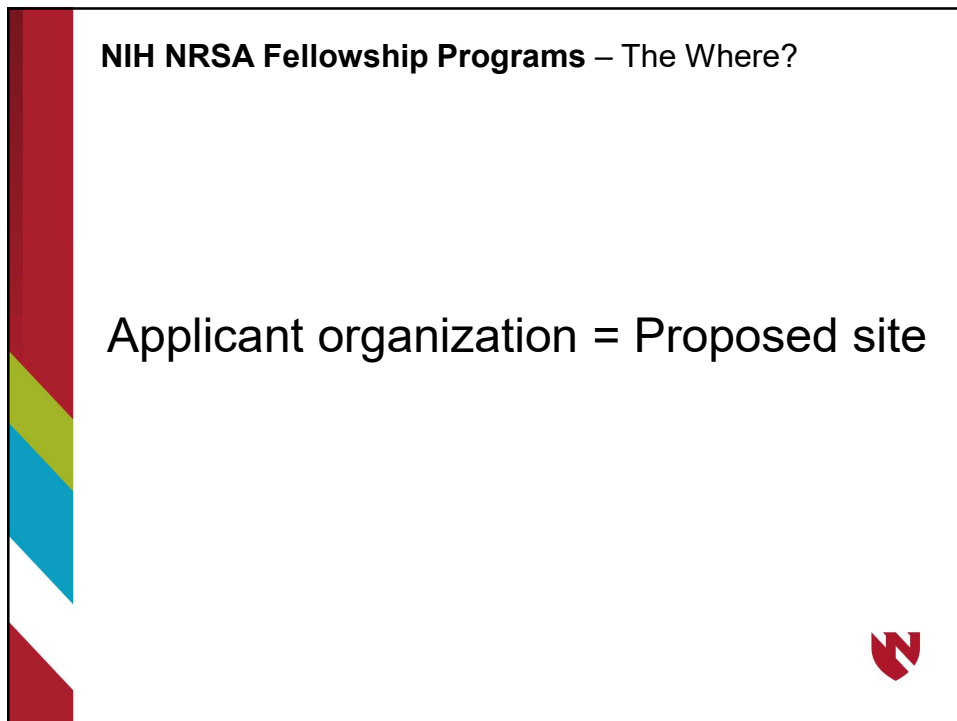
15. ESTIMATED PROJECT FUNDING

a. Total Federal Funds Requested
b. Total Non-Federal Funds
c. Total Federal & Non-Federal Funds
d. Estimated Program Income

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Application

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NIH NRSA Fellowship Programs – The Where?

Applicant organization = Proposed site

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NIH NRSA Fellowship Programs - Project Summary/Abstract

- Summarize the research project to be conducted
- Describe the fellowship training plan and the environment in which the research training will take place
- Limited to 30 lines of text

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NIH NRSA Fellowship Programs – Budgets

Line-item	Formula	Application	Notes
Stipend	• Based on training level	PHS Fellowship Supplemental Form • 30. Stipend - *Only complete for Senior Fellowships*	• In most cases, full-time training
Tuition and Fees	60% of actual tuition • Up to $16,000 • Up to $21,000 *for dual-degree* • Up to $4,500 *for post-doc*	PHS Fellowship Supplemental Form • 27. Tuition and Fees	• Actual tuition and fees, NOT requested amount • https://catalog.unmc.edu/general-information/tuition/
Institutional Allowance	• Pre-doc: $4,750 • Post-doc: $12,400	N/A	• Includes Health Insurance
Childcare Costs	• $3,000	PHS Fellowship Supplemental Form • 28. Childcare Costs	• https://grants.nih.gov/grants/guide/notice-files/NOT-OD-24-116.html
F&A	• 0%	N/A	

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NIH NRSA Fellowship Programs – Budgeting in ADIS

- Salaries (Wage Code Type # 1016)
    - Use applicable stipend amount as IBS
    - Department may supplement stipend if consistently applied to all individuals in a similar status regardless of the source of funds
- Fringe benefits (Wage Code Type # 1416)
    - Health Insurance is part of Institutional Allowance
    - The amount ADIS calculates for fringe benefits could be:
        - Pre-doc (0.4%): Subtracted from the Institutional Allowance budgeted elsewhere (e.g., in Operating) - *$112 out of $4,750*
        - Post-doc (17.2%): Cost-shared - *$10,493+ out of $12,400*

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NIH NRSA Fellowship Programs – Budgeting in ADIS

To cost-share benefits:

Other Classifications		
☐ Clinical Trial	☐ Non-Financial	☐ Major Project ❓
☐ Off-Campus Research	☐ Comparative Effectiveness	☐ Training
☐ International Component	☐ Transfer	☐ Federal Pass Thru
☐ SBIR/STTR	☐ Earmark	☐ I.R.A.

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NIH NRSA Fellowship Programs – Senior/Key Profile Form

Who?	Application	Commons
Fellowship candidate	PD/PI	• Needs account with PD/PI role • May also have other roles (e.g., Trainee, Undergraduate, Graduate_Student, Postdoc) • ORCID ID in Personal Profile
Sponsor (or Co-Sponsor)	Other (Specify) • Sponsor (or Co-Sponsor)	• Needs account with Sponsor role • May also have other roles (e.g., PD/PI)

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NIH NRSA Fellowship Programs – Electronic systems

Send access requests for fellowship applicants to **spadmin@unmc.edu**
- ADIS
    - N/A
- Cayuse
    - Professional Profile: "Principal Investigator" eRA role
    - User account (single sign-on)
- Commons
    - PD/PI role
    - Fellow will need to associate ORCID account
- Ticker
    - Name added to PI dropdown
    - PIs not currently in Ticker

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NIH NRSA Fellowship Programs – Biosketches

Fellowship		
Instructions	https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/general/g.240-r&r-seniorkey-person-profile-(expanded)-form.htm#Instructions	
Form (currently include grades)	https://grants.nih.gov/grants/forms/biosketch-blank-fellowship-format-rev-10-2021.docx	
Example	Pre-doctoral	https://grants.nih.gov/grants/forms/predoctoral-fellowship-biosketch-sample-2021.docx
	Post-doctoral	https://grants.nih.gov/grants/forms/postdoctoral-fellowship-biosketch-sample-2021.docx
FAQs	https://grants.nih.gov/grants/policy/faq_biosketches.htm	
SciENcv	https://www.ncbi.nlm.nih.gov/sciencv/	

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NIH NRSA Fellowship Programs – Letters/Statements from Others

Sponsor and Co-Sponsor Statements	Institutional Official Letter *diversity-related FOAs only*	Letters of Support	Letters of Reference
Cayuse: PHS Fellowship Supplemental Form • 9. Sponsor and Co-Sponsor Statements	**Cayuse**: PHS Fellowship Supplemental Form • 11. Description of Candidate's Contribution to Program Goals	**Cayuse**: PHS Fellowship Supplemental Form • 10. Letters of Support from Collaborators, Contributors, and Consultants	**Commons**
A. Research Support Available B. Sponsor's/Co-Sponsor's Previous Fellows/Trainees C. Training Plan, Environment, Research Facilities D. Number of Fellows/Trainees to be Supervised During the Fellowship E. Applicant's Qualifications and Potential for a Research Career	• Explain how the candidate's participation will further the goals of the fellowship program to promote diversity in health-related research • Must be dated, signed by an institutional official, and on letterhead • In most cases, institutional official will be college dean or department chair	• If any collaborators, consultants, or advisors are expected to contribute to the scientific development or execution of the fellow's planned project and research training, attach letters of support from those individuals, describing their anticipated role and contributions	• Describe the qualities and potential of the fellowship applicant for the research training for which support is being requested

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NIH NRSA Fellowship Programs – Letters of Reference

- Due at time of application
- At least three, but no more than five
- From individuals not directly involved in application, but familiar with applicant's qualifications, training, and interests
  - Cannot be sponsor/co-sponsor(s)
- Include list of referees in application **cover letter**
- Referees do not need Commons account
- Resubmissions require new reference letters
- PI can see status in Commons (not letters)

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NIH NRSA Fellowship Programs – Letters of Reference

📄 **Submit a Reference Letter**

To provide a reference letter for a fellowship or career development applicant

- Submitted directly in the Commons (login not required)
  https://public.era.nih.gov/commonsplus/public/reference/submitReferenceLetter.era
- Will need to enter
  - PI's Commons ID
  - PI's last name
  - NOFO number
  - Confirmation number, *only if* making a change to letter for that application cycle
- Upload PDF, two-page maximum
- Letters are specific to the application cycle

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NIH NRSA Fellowship Programs – Letters of Reference

For more information:

- https://grants.nih.gov/grants/how-to-apply-application-guide/submission-process/reference-letters.htm

For due dates on or after 1/25/25

- Updated instructions regarding structure
- Process will remain the same

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Reminder: FORMS-H Grant Application Forms & Instructions Must be Used for Due Dates On or After January 25, 2023 - New Grant Application Instructions Now Available (NOT-OD-23-012) – 10/26/2022
https://grants.nih.gov/grants/guide/notice-files/NOT-OD-23-012.html

PHS Fellowship Supplemental Form

- 17. "Other Plan(s)" field for uploading NIH Data Management and Sharing Plan
  - ➢ DO NOT USE AT THIS TIME

		Add Attachment	Delete Attachment	View Attachment
16. Resource Sharing Plan				
17. Other Plan(s)	FORMS-H: NIH Data Sharing Policies are not applicable to fellowship applications. Attachment added for potential future use with other plans.			
18. Authentication of Key Biological and/or Chemical Resources	Rigor & transparency changes for individual fellowship applications delayed (NOT-OD-16-034). Until further notice, do not use this attachment unless specifically indicated in your funding			

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NIH NRSA Fellowship Programs – Training in the Responsible Conduct of Research

NIH:
https://grants.nih.gov/grants/policy/nihgps/HTML5/section_12/12.4.1_application.htm#Training
UNMC:
https://www.unmc.edu/gradstudies/current-students/responsible-conduct-research.html

- Format
- Subject Matter
- Faculty Participation
- Duration of Instruction
- Frequency of Instruction

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NIH NRSA Fellowship Programs – Human Subjects and Clinical Trials Information

Applicants who are proposing to gain clinical trial research experience under sponsor's supervision

- Not all fields are required because study is not an *independent* clinical trial

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Post Award

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NIH NRSA Fellowship Programs – Documents

- Activation Notice
    - Wet-ink signed, mailed
    - Some ICs accepting electronic versions
    - Should receive email acknowledgement and see update in the Commons
- Payback Agreement (post-doctoral only)
    - Agree to engage in health-related biomedical or behavioral research
- Termination Notice
    - 30 days after end date
    - In xTrain module
    - Stipend pro-rated if terminated early
- Revised NOA (if applicable)
    - If stipend level increases

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NIH NRSA Fellowship Programs – Changes in Budget

- Re-budgeting
    - In most cases, funds are restricted, and prior approval is needed to re-budget between cost categories
- Carry-forward
    - Although individual fellowships are awarded under the NIH Standard Terms of Award, carryover of unobligated balances does not apply (https://grants.nih.gov/grants/policy/nihgps/HTML5/section_11/11.2.13_other_terms_and_conditions.htm#Applicab)
        - ➢ Therefore, the last three digits of the WBS # should be advanced each year

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NIH NRSA Fellowship Programs – Other Considerations

- Citizenship
- Taxability of stipends
- Fringe benefits

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NIH NRSA Fellowship Programs – Other Considerations

Citizenship

- *To be eligible for a Kirschstein-NRSA individual fellowship (F30, F31, F32, F33), the fellowship applicant must be a citizen or non-citizen national of the United States or of its possessions or territories, or must have been lawfully admitted to the United States for permanent residence by the time the award is issued*

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NIH NRSA Fellowship Programs – Other Considerations

Taxability of stipends (Wage Code Type 1016)

- *A stipend is provided as a subsistence allowance for Kirschstein-NRSA fellows to help defray living expenses during the research training experience. It is not provided as a condition of employment with either the Federal government or the sponsoring institution.*
- *NIH takes no position on what the status may be for a particular taxpayer, and it does not have the authority to dispense tax advice. Individuals should consult their local IRS office about the applicability of the law to their situation and for information on their tax obligations.*

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NIH NRSA Fellowship Programs – UNMC Wage Code Types
https://info.unmc.edu/management/finance/fincompliance/Wage_Code_Types.pdf

WCT	Purpose	Definition
1016	Fellowship – Salary	Applies only to salary on NRSA training grants in which the fellows are not employees
1416	Fellowship - Benefits	Applies only to salary on NRSA training grants in which the fellows are not employees

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NIH NRSA Fellowship Programs – Other Considerations

- Fringe benefits
  - Health insurance (part of Institutional Allowance)
- Leave
  https://grants.nih.gov/grants/policy/nihgps/HTML5/section_11/11.2.13_other_terms_and_conditions.htm#Leave
  - Vacations and Holidays
  - Sick leave and Other Leave
  - Parental Leave
  - Unpaid Leave
- Other benefits
  https://grants.nih.gov/grants/policy/nihgps/HTML5/section_11/11.2.9_allowable_and_unallowable_costs.htm#Employee
  - Not provided as a condition of employment
- Supplementation
  https://grants.nih.gov/grants/policy/nihgps/HTML5/section_11/11.2.10_supplementation_of_stipends__compensation__and_other_income.htm

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Coming Soon

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NIH NRSA Fellowship Programs – Effective 1/25/25 (April due date)

Revisions to the NIH Fellowship Application and Review Process	https://grants.nih.gov/policy/peer/revisions-nih-fellowship-application-review-process.htm
Implementation of Revisions to the NIH and AHRQ Fellowship Application and Review Process	https://grants.nih.gov/grants/guide/notice-files/NOT-OD-24-107.html
Overview of Grant Application and Review Changes for Due Dates on or after January 25, 2025	https://grants.nih.gov/grants/guide/notice-files/NOT-OD-24-084.html

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NIH NRSA Fellowship Programs – Effective 1/25/25 (April due date)

- Simplified review framework
- Revisions to the F application and review process
- Updates to reference letter guidance
- Updated application forms (FORMS-I)
  - Including Fellowship Supplemental
- Common forms for Biographical Sketch and Current and Pending (Other) Support
  - Grades will no longer be required

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Q&A

https://www.unmc.edu/spa/training/past-sessions.html

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